

STATEMENT OF WORK
U.S. Embassy Juba New Embassy Compound
Maintenance Services
November 2, 2021

The purpose of this fixed-price contract is work relates to repair and maintenance at the New Embassy Compound including supplying labor, materials, and equipment.

The site is located in Gudele district west of Juba city center, located nearby the Jebel Lodge and World Food Program locations. Juba Bypass Road (Rock City Road) is the main frontage road and site access is directly from this road. The site is known as "19 Acres".

Repair and maintenance work will include:

Recurring Services – These services will be performed by the contractor on a schedule of its own choosing to meet the conditions outlined below.

1. **GRASS CUTTING:** Grass cutting within the compound and along the perimeter fencing on all sides covering the total area including the storage yard. Total site area is approximately 77,500m². Grass must be kept at the lowest acceptable level across the entire site, not to exceed fifteen (15) centimeters. All cut vegetation must be disposed off-site and no burning is allowed on the site. No chemical defoliant is permitted, and none shall be used. The Contractor is responsible for all equipment and fuels needed to complete this task.
2. **TRASH COLLECTION:**
 - a) The Contractor shall furnish all labor, materials, tools, equipment, supervision and applicable licenses and permits necessary to perform the Waste Removal and Recycling Services at the 19 Acres.
 - b) All trash must be collected once a week at a minimum.
 - c) The maximum trash collection shall not exceed 100 kilograms per week.
 - d) All waste and recyclable materials collected and removed by the Contractor shall be contained, tied, or enclosed to prevent leaking, spilling, or blowing during transportation.
 - e) All waste and recycling collected and removed by the Contractor shall be disposed of at an authorized licensed disposal site selected by the Contractor located in Juba and or selected facilities depending on the composition of the trash.
 - f) Disposal shall be in accordance with existing local, state, and Central Government. The Contractor shall be responsible for any and all permits and fees associated with the disposal.

Non-recurring Services – These services will be performed when ordered by the Contracting Officer's Representative (COR), not to exceed the maximums listed below.

3. **FENCE REPAIRS:** The Contractor shall perform fence repairs as needed on a recurring basis that shall include repairs of damages, openings or breaches to the outer perimeter fence only: it does not include the internal secondary fence bordering the interior warehouse location. The contractor shall have an inventory of fencing materials in hand or readily available within 24 hours. The material shall (at a minimum) be compatible with the parent materials already at the site. Work shall allow for regular fence inspection by the contractor and repairs shall be as required.

4. **RUNNING TRACK REPAIRS:** The running track is an earth road approximately 1,000 m long and 5 m wide. The contractor is required to supply materials, labor and equipment necessary for the maintenance of the running track and supply and lay additional wearing materials if needed. The contractor shall ensure that the track is clear of vegetated growth.
5. **ROAD MAINTENANCE:** The road undergoes erosion from upstream rainfall run-off. The area affected averages 20m long x 5m wide and is located at the public road entrance immediately in front of the main access gate on Juba Bypass Road. To ensure continuous site access, the work shall allow for pothole patching to allow for easier entrance to the facility.

SPECIAL CONDITIONS:

- a) During this contract period, the U.S. Embassy is expected to require unencumbered site access by several other contractors undertaking other work on its behalf. The Contractor must ensure and permit access as required for the U.S. Embassy contractors. The U.S. Embassy/COR shall be the point of contact for coordinating such site access requirements during the performance of the work.
- b) There are 6 water wells (bore holes) within the 19 Acres site but these are not within the storage and building areas; these must be always protected. A site walk during the kick-off meeting will locate the subject boreholes for the Contractor's knowledge and reference. The Contractor must exercise care during any work around these boreholes.
- c) Work at this facility is allowed 7 days per week unless otherwise specified.
- d) The Contractor shall refer to the Attachment Site Survey Drawing for more site information.

COST SCHEDULE

Item Description	Unit	Quantity	Unit Price (USD)	Total Price (USD)
Grass cutting for entire compound (Refer to 1)	Month	12	\$	
Trash collection (Refer to 2)	Month	12	\$	
Outer perimeter fence maintenance and repairs (Refer to 3)	each	Min: 0 Max:4	\$	Min: \$0.00 Max:
Running track repairs (Refer to 4)	Square meter (m ²)	Min: 0 Max:1,000 m ²	\$	Min: \$0.00 Max:
Road Maintenance (Refer to 5)	Square meter (m ²)	Min: 0 Max 500 m ²	\$	Min: \$0.00 Max:
			Total Base Price	Min: Max:

PERIOD OF PERFORMANCE:

Subject to the requested proposal and award of the Repair and Maintenance Services contract, the tentative schedule for performance of these services commences by the end of November 2021 and concludes not later than September 30, 2022. The final Contract period of performance (POP) of this contract will be affected upon award of the contract.

Personnel Security

After award of the contract, the Contractor shall provide the following list of data on each employee who will be working under the contract. The Contractor shall include a list of workers and supervisors assigned to this project. The Government will run background checks on these individuals. For each individual the list shall include:

Full Name
Place and Date of Birth
Current Address
Identification number

The Government reserves the right to deny access to U.S.-owned and U.S.-operated facilities to any individual.

Work Standards

This Statement of Work requires the awarded contractor to provide qualified workers. The contractor shall furnish required Personal Protective Equipment, and properly supervise all site personnel. Safety is the highest priority for the Government. The contractor shall direct all those under its charge to work safely.

Quality Assurance And Surveillance Plan (QASP)

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

a) SURVEILLANCE. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

b) STANDARD. The performance standard is that the Government receives no more than one (1) customer complaint per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.

Laws And Regulations

Without additional expense to the Government, the Contractor shall comply with all laws, codes, ordinances, and regulations required to perform this work. If there is a conflict between the contract

and requirements of local law, the Contractor shall promptly advise the Contracting Officer of the conflict and of the Contractor's proposed course of action for resolution by the Contracting Officer.

The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, unless they are inconsistent with the requirements of this contract.

Terms of Payment:

Based on the prompt payment act, payment will be processed via wire transfer (electronic funds transfer - EFT) to the vendor's bank account within 30 days after receipt, acceptance, certification of goods/services and submission of invoice, filled Standard Form (SF-1034) voucher, filled Banking Information form plus a copy of the purchase order electronically to email address:

JubaInvoices@state.gov

- a) Invoice for completed and accepted work to be submitted quarterly.
- b) The purchase order number must be included in the subject line of all correspondence/emails and on all documents submitted for payment.
- c) Currency: U.S. Dollars NO ADVANCE PAYMENT.
- d) All work completion must be approved by the COR.

Logistics Support:

The contractor will be responsible of all logistics support and arrangements for the duration of the purchase order.

Attachment:

Topographical drawing.